ASIF **NIAZ**

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I am young, confident, hard- working and a reliable person. I compose friendly disposition with good sense of humor. I can work well under pressure, either as an individual or part of a team. Combined with my dedication, determination and hard work, the same shall help me go up the specialist ladder.

EXPERIENCE

APRIL 2019 – TO TILL DATE

ACCOUNTS AND DATA ENTRY OPERATOR, SADDAR COOPERATIVE MARKET SOCIETY-(HOUSING WING)

Currently working as Accountant and Computer Operator in **SADDAR COOPERATIVE MARKET SOCIETY** (HOUSING WING) working as accounts, Housing Plots Dues, Recovery, Maintenances, in Karachi Pakistan.

APRIL 2002 – 30 JUNE 2021

ACCOUNTS AND DATA ENTRY OPERATOR, FINE ENTERPRISES (BUILDERS AND DEVELOPERS)

Working as Accountant and Computer Operator in **FINE ENTERPRISE** (Builders & Developers) in Project **AL-KHIZRA HEIGHTS** Gulistan –e- Jauhar Karachi Pakistan. Using computer programs and accounts software and manual, Bookkeeping, etc.

EDUCATION

1995 TO 2003

BACHLOR OF COMMERCE (B.COM), UNIVERSITY OF KARACHI

INTERMEADITE COMMERCE (I.COM), BOARD OF INTER BOARD KARACHI

MATRICULATION IN GENERAL, BOARD OF MATRIC KARACHI

OTHER EDUCATION (2000)

MCSE TRACK 4.0, MICROSOFT CERTIFIED SYSTEM ENGINEER 4.0

Microsoft® Certified Professional	(12th April 1999)
Microsoft® Certified System Engineer	(25th January 2000)
Microsoft® Certified Professional + Internet	(25th January 2000)

PERSONAL INFORMATION

FATHER NAME :	NIAZ AHMAD SIDDIQUI
MARTIAL STATUS:	Merit
N.I.C NO:	42101-1728333-3
DATE OF BIRTH :	DECEMBER 26, 1979